



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

INSPECTOR – 3 POSITIONS

PN# 107105

HOUSING and COMMUNITY DEVELOPMENT

HOUSING PROGRAMS & INSPECTION SERVICES

INSPECTION SERVICES

601 SAWYER, 4TH FLOOR

MONDAY-FRIDAY, 8:00 am-5:00 pm*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Conduct inspections and perform assessments of residential properties in order to ensure compliance with code and other property improvement needs and to review determinations as to the feasibility of home repairs for both the Single-Family Home Repair Program and the Homebuyers Assistance Program.
- Prepare work write-ups and cost estimates for home repairs.
- Conduct pre-construction conferences with agencies, contractors and owners to monitor their respective responsibilities under the contract.
- Conduct progress, stage payment and final inspections. Compile field-monitoring reports for all inspection visits.
- Monitor the process when changes in the scope of work are required.
- Participate in and attend various meetings.
- Prepare and submit various technical reports.

10 **WORKING CONDITIONS**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma/GED, and up to 18 months of education or training in the area of inspection to be performed.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Two (2) years of journey level experience related to the area of inspection to be performed are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

None

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 18
\$1,042 - \$1,417 Biweekly \$27,196 – \$36,984 Annually

18 **OPENING DATE**

October 12, 2005

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer